MAIN HRS

DCDS Reports

Timekeeper Reports - A
HR-308 - Coding Block Detail Time

Purpose: The Coding Block Detail Time report provides detailed information on coding block information reported for a pay period. The minimum data required to be entered is department, agency, and TKU.

Frequency: As requested (after timesheets for the requested pay period have been saved or submitted). If requested before timesheets have been saved, fields will be blank.

Distribution: The report is available to DCDS users who have been granted the appropriate security.

Sequence: Department, Agency, TKU, Employee Name

Media: Displayed on-line or the report may be printed.

Retention: Per Department Policy. Information is available on-line for one fiscal year.

Information: A. This report is accessed through the Reports, Timekeeper, A - Coding Block Detail Time items on the menu.

State of Michigan

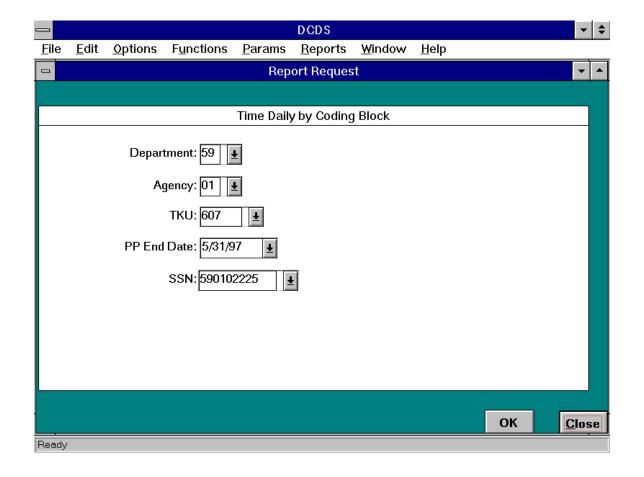**Information:**
(Continued)

B. The following detail is displayed:

- Name
- Social Security Number
- Appointment Date
- Standard Distribution Coding Block
- Source (DCDS or HRMN)
- Day/Date
- Hours Type & Hours reported for each day
- Non Standard Coding Block
- Std (Standard Coding Block Indicator) – a check indicates that the Standard Coding Block applies
- Tax Group (Not applicable at this time)
- Daily Total
- Pay Period (PP) Total
- Comments
- Signature Line
- Submitted By
- Date Submitted
- Approved By

C. Date Approved
Total hours for the pay period are provided for each employee.

C. To print a copy of the report, select File and click on the Print menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

State of Michigan

MAIN HRS

DCDS Reports

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┌─────────────────────────────────────────────────────────────┐
│ ─                          DCDS                        ▼  ▲  │
├─────────────────────────────────────────────────────────────┤
│ File  Edit  Options  Functions  Params  Reports  Window  Help│
├─────────────────────────────────────────────────────────────┤
│ ─                     Report Request                   ▼  ▲  │
├─────────────────────────────────────────────────────────────┤
│                                                              │
│   ┌──────────────────────────────────────────────────────┐  │
│   │            Time Daily by Coding Block                 │  │
│   │   ─────────────────────────────────────────────────   │  │
│   │                                                       │  │
│   │      Department: [59]  [▼]                            │  │
│   │                                                       │  │
│   │          Agency: [01]  [▼]                            │  │
│   │                                                       │  │
│   │             TKU: [607]  [▼]                           │  │
│   │                                                       │  │
│   │     PP End Date: [5/31/97]  [▼]                       │  │
│   │                                                       │  │
│   │             SSN: [590102225]  [▼]                     │  │
│   │                                                       │  │
│   │                                                       │  │
│   │                               [ OK ]   [ Close ]      │  │
│   └──────────────────────────────────────────────────────┘  │
│ Ready                                                        │
└─────────────────────────────────────────────────────────────┘
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Report Request Screen

To display the Report Request screen for the Coding Block Detail Time report, select the Reports menu item from the Menu bar and click on the Timekeeper menu item. From the cascading menu, click on A - Coding Block Detail Time menu item.

The Report Request screen allows users to enter the appropriate criteria in which to request the Coding Block Detail Time Report.

Enter the Department, Agency, TKU and Pay Period End Date. To display information for a specific employee, enter or select the Social Security Number. If a SSN is not entered, information for all employees in the TKU will display. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the Coding Block Detail Time Report on-line. The printed report is displayed on the next page in which all fields can be viewed.

State of Michigan

MAIN HRS

DCDS Reports

HR-308 - Timekeeper Coding Block Detail Time

HR – 308   MAIN HUMAN RESOURCE SYSTEM   RUN DATE: 10/27/1999 14:03:5
CODING BLOCK DETAILTIME REPORT   PAGE 1 OF 1

DEPARTMENT: 07 MANAGEMENT AND BUDGET   PAY PERIOD END DATE: 10/16/1999
AGENCY: 01 CENTRAL OFFICE   PAY PERIOD NO: 22
TKU: 707 MAIN-HRS SOFTWARE

NAME: SYMIMER, DIDO   SSN: 300-00-0101   APPOINTMENT DATE: 01/13/1985

STANDARD DISTRIBUTION:

PERCENT	AY	INDEX	PCA	GRANT	PAHSE	AG1	PROJECT	PHASE	AG2	AG3	MULT	SOURCE
50	00	99991										DCDS
50	00	99995										DCDS

DATE	HOURS TYPE	HOURS	AY	INDEX	PCA	GRANT	PAHSE	AG1	PROJECT	PHASE	AG2	AG3	MULT	STD	TAX GROUP
MON 10/04/1999	REG1	8.0												☑	
DAILY TOTAL		8.0													
TUE 10/05/1999	REG1	8.0												☑	
														☑	
DAILY TOTAL		8.0													
PP TOTAL		40.0													

SIGNATURE_____
SUBMITTED BY : SYMIMERD   DATE SUBMITTED: 10/13/1999   APPROVED BY: NEVILD   DATE APPROVED 10/13/1999

State of Michigan

Issue Date: **March 26, 2001**   *Page:* **4**
Revised: **October 15, 2001**   *Section 16.2:* **Timekeeper**
Coding Block Detail Time Report